

**Minutes – Approved 10/11/16**  
**College Governance Committee Miramar College**  
**September 27, 2016, Room N-206 2:45-3:45pm**

- A. Call to Order– *North, Harrison, Allen, Hsieh, Figueroa, Romero, Agonafer – Guests McMahon, ???*
- a. Volunteer note taker – *Jocelyn Romero*
- B. Approval of Agenda and Minutes (05/10/16) *Both Approved*
- C. New Business:
- a. Meeting Time and Day (Save until all are present) *Second and fourth Tuesdays but with some exceptions @ 1445-1545. 10/11, 10/25, 11/8, 11/29 (12/13 optional), 2/14, 2/28, 3/14, 4/11, 4/25, 5/9, (5/23 optional)*
- D. Old Business:
- a. Miramar College Governance Evaluation Processes and Timeline (All)  
From PIEC on 09/16/16
- i. Add “Evaluation of Committee’s Goals and Objectives” to the college governance handbook, so each committee is aware and reminded that the evaluation of goals and objectives must be accomplished prior to the end of each spring semester.
- ii. “Timeline for completing the assessment process – the timeline must clearly communicate that to ensure the assessment instrument will be used by all the participant committees in fall 2016 and assessment results will be analyzed and action plans must be identified in spring 2017 semester to allow strategies for improvement to be implemented starting fall, 2017 ”\*
- iii. \*PIEC needs to have the information in order to write the focus quality essay for 2016 accreditation self- evaluation report, which is due to the District during the first week of October.
- CGC recommends the following timeline based upon the academic calendar:  
For recommendations that seek committee or process changes CGC will need to receive these recommendations no later than the 3/14 meeting (to the Chair by 3/7) for Fall implementation. (This allows time for the full approval process)  
College Governance Committee Assessments will be submitted by 5/16 for compilation, consideration and final annual report development (summer and early Fall). College governance committees should be using assessment tool to evaluate and document committee short and long term goals, recommendations for next year’s committee, meeting performance details, effectiveness of assessment tool, and any recommendations for committee or governance process changes. Committee Chairs need to submit assessment results to CGC Chair by 5/16 via email. CGC Chair to compile reports over summer, CGC to analyze and summarize report, and make any recommendations in early Fall.  
Two issues arise from the timeline – What is the appropriate repository and form (paper, E-doc, Database) for these data?*
- b. Proposed Changes to Student Services Committee (Ramsey) *Tabled until Oct 11<sup>th</sup>*
- c. Outcomes Assessment Subcommittee (Murphy) *Tabled until Oct 11<sup>th</sup>*
- E. Committee Reports/Other:
- a. *None*
- F. Next Scheduled Meeting: 10/11/16

## College Governance Committee Goals

*San Diego Miramar College Governance Handbook (May 2016)*

The College Governance Committee will monitor, facilitate and, whenever necessary, evaluate the operation of the governance plan as outlined in this Handbook. The Committee will be responsible for the following:

1. Review governance issues for the campus and make recommendations if more than one committee should review an issue.
2. Interpret Title 5 as it applies to faculty, staff, and students.
3. Review and make recommendations regarding changes to the model as outlined in this Handbook.
4. Review and make recommendations regarding changes to this Handbook.
5. Provide an annual evaluation of the governance structure and its operating effectiveness.